

STATE OF CALIFORNIA

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Date: October 1, 1999

PERSONNEL LETTER # 99-035
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: JULY 1, 1999 GENERAL SALARY INCREASE - UNITS 02, 09, 10, 16 AND 18

The Department of Personnel Administration (DPA) has approved a general salary increase for the rank and file classes/ranges in Bargaining Units 02, 09, 10, 16 and 18. Also, DPA has approved a special salary adjustment for certain classes/ranges in those units. Both the general salary increase and special salary adjustment are effective July 1, 1999. Refer to the following DPA Pay Letters for further information regarding the increases.

<u>BARGAINING UNIT</u>	<u>PAY LETTER #</u>
02	99-32
09	99-29
10	99-33
16	99-30
18	99-31

Employees designated as follows in the above bargaining unit classes/ranges are entitled to the salary increase:

Rank and file (CBID R02, R09, R10, R16, R18)

Confidential (CBID C02, C09, C10, C16, C18)

Excluded (CBID E02, E09, E10, E16, E18)

Excluded confidential (CBID E67, E77 or E97 employees in one of the above bargaining unit class/range)

The salary increase for the above employees will occur through either an Employment History (EH) mass update or manually for the employees who cannot be included in the mass update (see below). The mass update will be processed on the weekend of October 2, 1999. As a result, the EH On-Line System will not be available on Saturday, October 2, 1999 for use

until approximately 11:00 a.m. If any problems are encountered with the mass update, the system may not be available until a later time or not at all.

I. EH UPDATE PROCESS

A. General Information

The salary increase shall be documented via the EH GEN transaction with a 07/01/99 effective date. The GEN transaction will reflect the general salary increase and the special salary adjustment, if applicable, within the employee's base salary rate. See the above DPA Pay Letters regarding the special salary adjustments.

Employees who received the Excluded Salary Differential (Earnings ID 8PFP) shall also have the pay differential deleted on the GEN transaction.

B. EH Mass Update

The mass update process will post the 07/01/99 effective date GEN transaction. The update will include employees designated per above as of 07/01/99, except confidential and E97 employees.

Turnaround PARs will be issued from the update process. The TAD PARs will be released on a flow basis. PPSD will resolve any discrepancies resulting from the mass update and the TAD PARs will be distributed to departments after the records are corrected (see below).

II. EH MANUAL UPDATE PROCESS

PPSD will need to manually update the EH records of the confidential and E97 employees who received the Excluded Salary Differential. Also, PPSD will manually update the EH records of employees who were rejected from the above mass update.

The manual process will begin on October 4, 1999 and TAD PARs will be issued as the employees' EH records are updated. If a TAD PAR for an employee is not received within 10 days after receiving the majority of the TAD PARs for your department, please contact the Personnel Operations Liaison Unit at (916) 322-6500 or CALNET 492-6500.

III. SPECIAL EH PROCESSING INFORMATION/INSTRUCTIONS

A. Deleting the Excluded Salary Differential For Employees With A Plus Salary/Red Circle Rate

The Excluded Salary Differential (Earnings ID 8PFP) was in lieu of increasing the employee's base salary rate then the 07/01/99 effective date general salary increase was implemented for excluded employees. Thus, employees with a plus salary/red circle rate must have their plus salary/red circle rate adjusted on the GEN transaction by including the Excluded Salary Differential amount.

B. Unit 02 Special Salary Adjustments

Certain Unit 02 classes received a special salary adjustment at the maximum salary rate. Per DPA Pay Letter #99-32, the employees in the classes who are at the old maximum salary rate are entitled to the special adjustment or a new anniversary date. The affected employees will be included in the above EH GEN mass update and will receive the general salary increase only.

PPSD will manually update the employees to provide the special adjustment or change their anniversary date. A 07/01/99 effective date GENF transaction (for the special adjustment) or a 07/01/99 effective date 330 transaction (for the anniversary date change) will be processed. Refer to the pay letter for the affected classes and employee movement instructions. PPCSD will begin the manual update process in mid-October 1999. TAD PARs will be issued as the EH records are updated.

C. Unit 09 Special Salary Adjustments

For employees receiving the special salary adjustment, the new salary rate must be entered on the GEN transaction, including the GEN correct (GENC) transaction. Further, employees in the Unit 09 classes/ranges who are to receive the new maximum salary rate and are not at the maximum salary rate as of 07/01/99 must have the anniversary date of 'MAX' entered on the GEN/GENC transaction. If the new rate and/or anniversary date are/is not entered, EH automated audit messages may be received on the GEN/GENC transaction.

D. Unit 16 Special Salary Adjustments

Employees whose new salary increase rate is less than the new minimum salary rate for their class/range shall receive a new anniversary date per Section 10 of the DPA published Pay Scale. PPCSD will manually update the affected employees' anniversary date after the above EH GEN transaction update. A 330 transaction with a 07/01/99 effective date will be posted to the employees' EH records. PPCSD will begin the update in mid-October 1999. Turnaround PARs and Notice of Personnel Actions (NOPAs) will be issued as the EH records are updated.

Further, the new minimum rate and new anniversary date must be entered on the GEN transaction, including the GENC transaction, for the above employees. If the new rate and anniversary date are not entered, EH automated audit messages may be received on the GEN/GENC transaction.

E. 07/01/99 Effective Date MSA Transaction

Per DPA, an MSA shall be applied before a salary range change. Thus, the 07/99 MSA must be posted on an employee's EH record before the 07/01/99 salary increase and must be based on the salary rate in effect as of 06/30/99.

If the 07/01/99 effective date MSA transaction has not been processed, key enter the GSI Code O on the MSA transaction to denote old salary rate.

If the 07/01/99 effective date MSA transaction is already posted and needs to be corrected, key enter the GSI Code O on the MSAC transaction to denote old salary rate.

Key enter the GSI Code as an alpha 'O' in the GSI field on the PAR1 update screen. Failure to enter the GSI Code O could result in an incorrect base salary rate and anniversary date on the MSA transaction (i.e., overpayment).

IV. PAYROLL ADJUSTMENTS

Adjustments for the 07/99 through 09/99 pay period regular payments (except as indicated below), regular (i.e., non-FLSA) overtime payments and lump sum payments that have already been issued will be automatically made once the employees' EH records are updated to reflect the salary increase. For employees updated via the EH mass update, the adjustments should be issued in the payroll cycle issue dated October 4, 1999.

Employees updated manually will have their adjustments issued once their EH records are updated.

Departments will need to submit Form STD. 674/674D to request adjustments for the following payments that have been issued for the 07/99 through 09/99 pay periods.

Regular pay with dock applied for employees with a mid-month change.

Regular pay for employees on alternate work schedules or paid from a shift designated agency code and time paid does not equal time possible for the pay period

Industrial Disability (IDL)

Temporary Disability (TD)

Nonindustrial Disability Leave (NDI) if benefits begin in the 07/99 pay period

NDI Annual Leave Supplementation

FLSA Overtime

Holiday pay issued under the user computed salary rate earnings ID beginning with HG

Out-of-class

Supplemental premium/special pay if the pay has a rate change effective 07/01/99 (see above DPA Pay Letters for the affected premium/special pay differentials)

V. RETROACTIVE CHARGES

All transactions as a result of the July 1, 1999 salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass update should not be reflected on the Monthly Retroactivity Report. The EH transactions, except the GEN transaction, and payroll transactions that are key entered/initiated by PPSD and departments will appear on the department's report. The department can return the report identifying the items associated with the salary increase along with the appropriate explanation.

VI. TELEPHONE CONTACTS

Questions regarding the salary increases and the EH/payroll processing information can be directed as follows:

<u>SUBJECT AREA</u>	<u>CONTACT</u>	<u>TELEPHONE NO.</u>
Salary Program	DPA	(916) 324-0439 CALNET 454-0439
EH Procedures	Personnel Operations Liaison Unit	(916) 322-6500 CALNET 492-6500

Disability
Procedures

Disability Liaison Unit

(916) 322-3619
CALNET 492-3619

General
Payroll
Procedures

Payroll Liaison Unit

(916) 323-3081
CALNET 473-3081

RZ: LMS/PMAB